



Community. Leadership. Pride.

**Policy
2015-19**

Tutoring Services Funding

	AUTHORIZED BY	ȳilmix ^w m nał səx ^w k ^w inaʔməm/Chief and Council
	EFFECTIVE DATE	2023-05-02
	DEPARTMENT	Community Services, Education
	REVIEW DUE DATE	2026-05-02

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Revision History			
Entry ID	598002	Total Number of Pages	12
Date	Revision	Changes	
2011-11-04	01	Tutoring Support for School Aged Students policy approved by Council resolution #110815-16 on 2011-08-15 and signed by the Director of Operations on 2011-11-04.	
2019-06-19	02	Policy 2015-19 Tutoring Services Funding approved by Council Resolution #190617-11 on 2019-06-17 and signed by the Acting Director of Operations on 2019-06-19.	
2021-03-26	02	At the request of the Education Resources Coordinator, added a field for parent phone to Appendix A. Changed only on the application, not the screen shot in the policy. Approved by the PDP Coordinator due to the very minor nature of the amendment.	
2023-05-02	03	Policy 2015-19 Tutoring Services Funding approved by Council resolution #230501-09 on 2023-05-01 and signed by the Director of Operations on 2023-05-02.	



Tutoring Services Funding

1. Policy

stqá?tk^w+niwt sqilx^w/Westbank First Nation (WFN) is committed to creating a healthy, strong, and vibrant *ncwixtn*/community by supporting *i? sqilx^w t! stqá?tk^w+niwt*/WFN Members to be the best version of themselves for the benefit of future generations. Tutoring Services Funding helps provide *scma?máya?*/students with access to the best educational opportunities and outcomes by offering financial assistance for tutoring services.

2. Purpose

This Policy outlines the funding limits of the financial assistance available for tutoring services, and the eligibility criteria for accessing it.

Funding under this Policy is in Canadian dollars.

3. Scope

This Policy applies to the *yi sax^wk^wina?mám*/Council, *sax^wk^wu!m*/Workers responsible for administering this Policy, and Members who wish to access funding under this Policy. For clarification, tutoring services funding is available to WFN Member students only.

- a) WFN's tutoring services are intended to aid;
 - i. The fulfillment of the learning outcomes of the provincial or state body that oversees public education,
 - ii. Preparation for provincial or state exams; and
 - iii. The maintaining of academic requirements to enter a post-secondary education program.
- b) WFN's tutoring services are not intended to replace a parent's/Guardian's responsibility to;
 - i. Help their child develop good student work habits; and
 - ii. Work with their child to establish regular study and homework routines that enable their child to review lessons and notes, finish class assignments, prepare for future lessons, and study for tests and exams.

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c) Funding Limits

- i. Subject to space and funding limitations, and the provisions under Section 3.d)iii. of this Policy, WFN will fund tutoring services to a maximum of;
 - 1) Two (2) hours per week; and
 - 2) The hourly rate noted on the Application for Tutoring Services Funding (Appendix A).
- ii. Tutoring costs in excess of the limits under Section 3.c)i. of this Policy are the responsibility of the student or their parent/Guardian.

d) Eligibility for Funding

- i. To be eligible for funding under this Policy;
 - 1) Students must be enrolled at a public, private, or independent elementary, middle, or secondary school; and
 - 2) Students or their parent/Guardian must submit a completed Application for Tutoring Services Funding (Appendix A) to WFN Education.
- ii. Students placed on a wait list will be notified when space and funding are available.
- iii. Students who miss ka?4is/three (3) consecutive tutoring sessions without notifying the tutoring agency or tutor will be ineligible for further tutoring services funding.

4. Responsibilities

- a) *yi səx^wk^wina?məm* is responsible for establishing an annual budget and setting aside funds for the support of this Policy on a best efforts basis.
- b) The Director, Community Services or designate is responsible for;
 - i. Receiving, reviewing, and making decisions on Applications for Tutoring Services Funding (Appendix A), in accordance with the provisions of this Policy,
 - ii. Notifying applicants if any item on their application is approved, wait-listed, or declined,

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- iii. Receiving, and forwarding to Financial Services for payment, invoices from agencies providing tutoring services under this Policy; and
 - iv. Submitting the report required under Section 5. of this Policy.
- c) Financial Services is responsible for issuing the payment requested under Section 4.b)iii. of this Policy.
- d) Parents/Guardians and students are responsible for;
- i. Submitting the application under Section 3.d)i.2) if they wish to apply for tutoring services funding,
 - ii. Ensuring the student regularly attends their tutoring appointments; and
 - iii. Reporting any changes to their eligibility status to WFN Education.

5. Monitoring and Reporting

The Director, Community Services or designate must provide *yi səx^wk^wina?məm* with a completed Tutoring Services Funding Annual Report (Appendix B) no later than *ǰ^wi?ǰ^wi?tán*/August 31 of each year.

6. Definitions

“**Guardian**” has the same meaning as that within the Family Law Act [SBC2011] c.25 as amended.

“**Worker**” (*səx^wk^wu^lm*) means any employee, volunteer, contractor, client, or other visitor who performs tasks on behalf of WFN at any WFN workplace through a formal arrangement including, but not limited to, an employment agreement, contract, or approved volunteer application.

7. Cultural Context of *ńsyilxcń* Definitions

míktú?tin (May) Moon of sunflower seeds (*smúk^wa?xm* means sunflower).

səx^wk^wu^lm (Worker) The literal translation of *səx^wk^wu^lm* is “the person or profession” (*səx^w*) “to work, fix, or create” (*k^wu^l*). The root of *səx^wk^wu^lm* comes from *k^wlncutn*, the word for “Creator”. WFN’s *səx^wk^wu^lm* are, in a sense, creators, working to provide important and valuable programs, services, and tools, and to solve issues as they arise, to ensure a productive, excellent, and fruitful government and community. The word also denotes value. Originating from the Creator,



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səx^wk^wu^lm have inherent value and are to be treated as such by their supervisors, colleagues, and clients.

səx^wk^wu^lm k^l y^ƿay^ƿat (Director of Operations) The Director of Operations is the səx^wk^wu^lm who is over (k^l) everyone (y^ƿay^ƿat). Through their team of Directors, they oversee all WFN's səx^wk^wu^lm.

stqá?tk^wniwt sqilx^w (Westbank First Nation) The people (sqilx^w) living where wind blows (niwt) and forms swamps or puddles alongside a large lake (stqá?tk^w). Being a windy area, the winds would cause the water to wash upon the shore leaving puddles and pools to cleanse the land and which would either seep into the land, creating wet, marshy areas or wash back into the lake. This area has been identified as the portion of syilx territory from Antler's Beach/Hardy Falls area to around the Gellatly/Green Bay area (essentially from the bend in the lake along the whole shoreline) but it includes a few other areas, including x^wa^ƿ mnik, the area closer to Tsinstikeptum Indian Reserve #10 and many other areas that have specific place names.

y^limix^wm na^ƿ səx^wk^wina?məm (Chief and Council) The Chief of WFN has been chosen by the people to be the overall manager or leader (y^limix^wm) of WFN. This leadership position is one of servanthood and self-sacrifice. Traditionally, the y^limix^wm represented the will of the people in carrying out the rights of being syilx, as well as representing the guarantee that the syilx will continue on. The y^limix^wm also represented good decisions of the people while protecting the land and the natural laws. y^limix^wm's willingness to be a good role model and lead by example through lifestyle, experience, and wisdom sets the example for səx^wk^wina?məm, the other members of Council chosen by the people to be responsible for (səx^w) working (k^w) to oversee things (inma?m), and for the youth, and for all the people. In seeking to lead well, y^limix^wm na^ƿ səx^wk^wina?məm are dependent on each other's willingness to sacrifice for the good of others. Traditionally, səx^wk^wina?məm were those chosen to oversee hunting and fishing or to serve as a sort of enforcer of community laws but the term has now been broadened to incorporate the oversight of government. "na^ƿ" is simply the n^sylxcⁿ term for "and".

y^l səx^wk^winma?m (All Council Members / Council) Those who have been chosen by the people to be responsible for (səx^w) working (k^w) to oversee things (inma?m). Traditionally, y^l səx^wk^winma?m were chosen to oversee hunting and fishing or to



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serve as policemen but the term has now been broadened to incorporate the oversight of government.

ᓃᓂᓐᓃᓂᓐᓃᓂᓐ (August) Moon of sharp grass (ᓃᓂᓐᓃᓂᓐᓃᓂᓐ means grass that is sharp enough to cut you).



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8. Approval

This Policy was approved by Council resolution #230501-09 on the 1st day of míktúʔtin/May, 2023 and signed by the Director of Operations on the 2nd day of May, 2023.

Dolores Ellingboe, səx^wk^wulm̓ k̓iyayʕat/Director of Operations



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9. References and Related Authorities

[i? sckwłt skčwipla?tat i? scčənwxwıtat/Westbank First Nation Self-Government Agreement](#)

WFN Governance

[stqá?tkwłniwt i? Stkwńkwinpla?s/Westbank First Nation Constitution](#)

[i? sckwłt skčwipla?tat i? káčhla?pusa?x/Comprehensive Community Plan](#)

[Policy 2015-01 Governance Instrument Creation, Review, and Approval](#)

[Policy 2019-03 Education Program](#)

10. Attachments

Appendix A - Application for Tutoring Services Funding


Appendix B - Tutoring Services Funding Annual Report



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Appendix A - Application for Tutoring Services Funding (page 1)



			<h3>Application for Tutoring Services Funding</h3> <p>Education Program, 1900 Quail Lane, Westbank, B.C. V4T 2H3 Phone: 250-768-0227 Fax: 250-768-0528</p> <p><i>To be completed for students requesting tutoring services in accordance with Policy 2015-19 Tutoring Services Funding</i></p> <p style="color: red; font-weight: bold;"><i>Protected when submitted</i></p>		
STUDENT AND SCHOOL INFORMATION					
Name of Student					
Date of Birth		Status Number		Grade	
School where the student is enrolled				School Year	
Name of Parent/Guardian					
Mailing Address (including city, province/state, and postal/ZIP code)					
Phone #			Email		
TUTORING INFORMATION					
<p>Westbank First Nation pays a maximum of \$50 per hour, to a maximum of 2 hours, in Canadian funds only.</p>					
Type of support or assessment your child has received (Please check all that apply):					
<input type="checkbox"/> Independent education plan <input type="checkbox"/> Independent behaviour plan <input type="checkbox"/> Certified education assistant <input type="checkbox"/> Psych-ed assessment			<input type="checkbox"/> Learning assistant <input type="checkbox"/> After school homework club <input type="checkbox"/> Other (Please specify):		
Name of Tutor/Tutoring Service					
Mailing Address (including country, city, province/state, and postal/ZIP code)					
Email					
Duration of Tutoring Support (please check all that apply):					
<input type="checkbox"/> Full school year <input type="checkbox"/> Fall semester <input type="checkbox"/> Winter semester <input type="checkbox"/> Final exam preparation					
PARENT/GUARDIAN CONSENT					
By signing below, I agree that my child will attend, and not be late for, the scheduled tutoring sessions that are agreed upon with the tutoring agency. I understand that it is my responsibility to advise the tutoring agency of any schedule changes. I also recognize that if I do not fulfil the requirements set out by Westbank First Nation, financial support for tutoring will be suspended.					
Signature of Parent/Guardian				Date	



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Appendix A - Application for Tutoring Services Funding (page 2)

Office Use Only	
Date Received by Education & Social Development:	
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved <input type="checkbox"/> Wait listed <i>(If not approved or wait listed, please explain below.)</i>	
Name of Education & Social Development Representative	Position
Signature of Education & Social Development Representative	Date
Tutoring Agency Office	
<input type="checkbox"/> Missed three (3) consecutive sessions <input type="checkbox"/> Structure of Intellect Support (SOI) request <input type="checkbox"/> SOI testing request	<input type="checkbox"/> Career Analysis <input type="checkbox"/> Other <i>(Please specify):</i>
Recommendations	
Name of Tutoring Agency Representative <i>(please print)</i>	Position
Signature of Tutoring Agency Representative	Date




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Appendix B - Tutoring Services Funding Annual Report



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Reporting Year

Total \$ Funded This Fiscal Year

To be completed by a representative of Education, reviewed by the nuk'w'cwixtn yilmix'w'm siya?/Chief Saskatoon Berry Committee, and submitted to yilmix'w'm nał səx'w'k'w'ina?məm/Council each year by x'w'i?x'w'i?tán/August 31 of each year.

(e.g. 2020.21 2021.22 2022.23) →	Previous Year	Previous Year	Current Year
A. Number of Applications for Tutoring Services Funding received.			
B. Number of applications approved.			
C. Amount of funding expended for tutoring services for Members.			

Any additional information for nuk'w'cwixtn yilmix'w'm siya?/Chief Saskatoon Berry Committee or yilmix'w'm nał səx'w'k'w'ina?məm/Council:

Education Representative Name, Signature, and Date:

nuk'w'cwixtn yilmix'w'm siya?/Chief Saskatoon Berry Chair Signature & Date:

P2015-19 Appendix B (Last Revised 2022 katc'ac'a4tan/November)

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